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## **Board Meeting**

### **Board Office, University Park Plaza**

**April 27, 2011**

## **MINUTES**

**Members Present:** Kyle Nordine, LNHA, Chair  
Thomas Pollock, LNHA, Sec'y  
Nancy Tuders, RN  
Jennifer Pfeffer, LNHA  
Christine Rice, Public Member  
James Birchem, LNHA, Vice-Chair  
Jane Pederson, MD  
Chandra Mehrotra, PhD, Public Member  
Ann Tagtmeyer, Public Member  
Darcy Miner-MDH ex-officio

**Members Absent:** Robert Held, LNHA-DHS ex-officio

**Staff:** Randy Snyder, Executive Director  
Jan Strum, Office Manager

**Guests:** Kyla Jacobs (UW-Eau Claire intern at Northfield Retirement Community - Kyle Nordine, LNHA)  
Cheryl Smith, Care Providers of MN  
Heidi Simpson, Aging Services of MN

#### **I. CALL TO ORDER**

Chair, Kyle Nordine called the meeting to order at 10:41 a.m.

#### **II. ADDITIONS TO/APPROVAL OF AGENDA and BOARD MINUTES**

The agenda was approved as presented. Motion to accept minutes of the January 26, 2011, meeting as emailed made by Pfeffer, second by Rice, carried unanimously.

#### **III. HOT TOPICS:**

No major topics forthcoming. There will be a Citizen Advocacy Center (CAC) meeting on June 22, 2011, in Washington, D.C.

#### **IV. STANDARDS OF PRACTICE COMMITTEE (SOPC)**

Jim Birchem reported the committee reviewed 16 open complaints (10 were closed) and 20 new complaints (16 were closed) at the January 26, 2011 meeting. No public or non-jurisdictional complaints were received this past quarter. The SOPC meets again this afternoon. There was some discussion regarding web availability of Department of Health reports, which are posted twice a week. The SOPC will contact the OHFC staff to assure that timeliness, and collaboration are occurring to expedite complaints.

#### **V. ACTION ITEMS**

##### **A. CE Sponsor – web-based program attendance verification**

Sponsors are challenged with 'verifying attendance' for distance learning/webinars and asked for a Board discussion or approval of a method to meet the intent of the Board rule requiring this.

Cheryl Smith from Care Providers provided a handout showing how the web-based program software, GoToWebinar, which monitors registration and tracks attendance. Heidi Simpson from Aging Services shared her experience using pre- and post-testing for webinars. There was discussion regarding four separate acceptable means of proving webinar attendance, as well as other continuing education questions regarding current increases in technology usage. Birchem made a motion that staff should revise the Board's CE sponsor approval request form to require sponsors to identify how they verify attendance for webinars or distance learning. If they do not use one of the four acceptable options, they must submit their method to the Board for approval. Second by Pfeffer. Further discussion. Unanimous approval.

**B. Legislative Update**

Discussion of items was shared on the Biennial budget, and potential Chapter 214.103 changes. No action taken.

**C. NAB Mid-Year Meeting**

The next meeting is in Chicago, June 8-10, 2011. The Board can send one person other than the executive director. None available. Motion by Pollock to allow Steve Chies, LNHA, who will be attending from Minnesota, to be our voting delegate. Second by Mehrotra, approved unanimously.

**VI. EXECUTIVE DIRECTOR'S REPORT**

- A. The report was approved as sent. Snyder walked through the report to determine if anyone had any questions.
- B. Lodging expense: April 27, 2011 Board meeting – Mehrotra (and Education Committee) & Tuders (and Standards of Practice Committee)

**VII. RULES COMMITTEE**

No report.

**VIII. EDUCATION COMMITTEE**

- A. There were 8 courses waived, no courses denied, 845 licensees, 68 applicants, 3 acting permits on 3/31/2011. Ten new licensees and two new acting permits issued 1/1/2011-3/31/2011.
- B. The Education Committee met this morning. Jen Porter of the University of South Dakota (Vermillion and Sioux Falls campuses) presented the addition of three courses and met the committee objectives set forth at the January 2011 meeting. Tagtmeyer made the motion to approve the USD long term care program for a five year period. Second by Mehrotra, accepted by unanimous vote.

Pat Bodelson presented for the St. Cloud State University program. This program has few students and has minimized its long term care focus. The committee has extended the expired program approval through December 2011 to give Dr. Bodelson the opportunity to present additional courses and show a refocus on LTC in order to extend program Board approval any further. This is expected to be presented to the education committee at their July or October meeting this year.

- C. Board Appointments will be happening soon, so expect to do our Board reorganization at the July meeting.
- D. CAC offers a preceptor tool. Care Providers presentations – Culture Change.

- E. The Interagency agreement between Optometry, Dietetics and Nutrition Practice, and BENHA requires the Board Chair's signature and was completed at this meeting with prior approval from the board.

**IX. BOARD MEMBERS' REPORTS**

A. Council of Health Boards – No meeting.

B. HPSP – no report.

**X. Other Business**

Next Board Meeting: Wednesday, July 27, 2011.

Pollock suggested the Board consider increasing the practicum requirement from 400 to 1000 hours. UWEC is currently doing AIT research, so it was agreed to wait for those outcomes to be reported.

Accounting and Human Resources course requirements were also on the review list from strategic planning goals. It was discussed that perhaps a strategic planning session should be held in 2012 to see if any policy issues are not being met at this time.

**XI. ADJOURNMENT**

The meeting was adjourned at 12:10 p.m.

Recorder: Jan Strum, Date: Oct 26, 2011  
Jan Strum  
Office Manager

Attest: Thomas Pollock, Date: 10/26/2011  
Thomas Pollock  
Secretary